Philippine Commission on Women
1145 J.P. Laurel St., San Miguel
Manila

Bidding Documents for the

Enhancement of the Gender Mainstreaming Monitoring System (GMMS)

Part I - ELIGIBILITY DOCUMENTS

March 2015

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SECTION I

REQUEST FOR EXPRESSION OF INTEREST
Enhancement of the Gender Mainstreaming Monitoring System (GMMS)

1. The Philippine Commission on Women (PCW) intends to apply the sum of **EIGHT HUNDRED TWENTY TWO THOUSAND PESOS (Php 822,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **ENHANCEMENT OF THE GENDER MAINSTREAMING MONITORING SYSTEM (GMMS)**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.

   The PCW now calls for the submission of eligibility documents for the Enhancement of the Gender Mainstreaming Monitoring System (GMMS) to study and recommend a system design (SAD) to operationalize the sharing of data between the DBM Online Submission of Budget Proposal (OSBP) and the GMMS. Contract shall also cover the optimization of the system and updating of modules and reports.

   Interested consultants must submit their written Expression of Interest/Letter of Intent and Eligibility Documents on or before 13 April 2015, 1:30 p.m. at the PCW Office, 1145 J.P. Laurel St., San Miguel, Manila. Applications for eligibility will be evaluated based on a non-discretionary "pass/fail" criterion.

2. The date and time of opening of eligibility documents is on 13 April 2015, 2:00 p.m. at the Philippine Commission on Women, 1145 J.P. Laurel St., San Miguel, Manila.

3. Issuance of the Eligibility Documents will be on 29 March 2015. Eligibility documents may be downloaded from the Philippine Government Electronic Procurement System (PHILGEPS) and at the PCW website, **http://www.pcw.gov.ph** provided that the concerned bidders shall pay the non-refundable fee in the amount of one thousand pesos (Php 1,000.00) for the documents not later than the submission of their bids.

4. The Bidding entity must have the following minimum qualifications:

   a. Must be a reputable systems development firm with at least five (5) years business operations. In the case of joint ventures, each firm should have at least (5) years business operations.

   b. Must not be an offshore outsourcing company and its development team should occupy a permanent position in the firm.

   c. The bidding firm must have handled at least (5) systems development projects particularly web-based monitoring system in the government that are still operational/functional.

   d. Members of the project team will consist of the following:

i. Management Information System (MIS) Expert who will function as the program manager, providing expert services and ensuring that all requirements identified in the requirements gathering phase are reflected in the Systems Analysis and Design (SAD) document; facilitate the discussions during meetings, workshops and consultations with the IT group of DBM for the design and requirements for harmonizing the GMMS with the OSBP, ensuring that the proceedings are properly documented and processed and reflected in the SAD document; develop presentation materials and present the GMMS enhancements to the appropriate approving committee; prepare the systems test plans for the enhancements; work closely with the PCW technical working group for the testing and acceptance of the system; ensure that outputs expected from the consultancy are in accordance with the specifications and requirements of the PCW, is free of errors and delivered in a timely manner; prepare the administrator and user manuals;

ii. Senior Hypertext Preprocessor (PHP) Programmers (3) who will configure/ setup the development server where all enhancement prototypes will be configured and showcased; prepare the web prototypes of the user interface (UI) of the proposed enhancements; develop the GMMS based on the result of assessment and the signed off list of system enhancements; ensure data in the system is preserved during testing and during implementation; assist the MIS Expert in the updating of functional and technical specifications document, program specifications document, and the administrator and user manual; within the warranty period, maintain, debug, and provide troubleshooting services for the GMMS;

5. The Bids and Awards Committee (BAC) shall draw up a short list of bidders from those who have submitted Eligibility Documents, Expressions of Interest and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the "Government Procurement Reform Act", and its Implementing Rules and Regulations (IRR). The criteria and rating system for short listing are:

Criteria	**Percent Distribution**	**Minimum Score**
Proven track record and applicable experience On-going or completed systems development projects handled by the organization and by the key personnel to be assigned which are similar in nature as described in 9.1 (Past five years)	40 points	25 points
Qualifications of key personnel to be assigned project	30 points	20 points
Current workload relative to capacity	30 points	20 points

6. Bidding will be conducted in accordance with relevant procedures for open competitive as specified in the IRR of RA 9184 with some amendments as stated in these bidding documents and is open to all bidders, whether local or foreign, subject to the conditions for eligibility provided in the IRR of RA 9184.

7. The PCW shall evaluate bids using the Quality Based Evaluation (QBE). The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.

8. The contract shall be completed within five (5) months after its signing.

9. The PCW reserves the right to accept or reject any and all bids, annul the bidding process, or not award the contract at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

10. The PCW invites interested firms to submit their signed Expression of Interest by hand or mail or through electronic mail to the address below on or before 13 April 2015, 1:30 p.m.

For further information, please refer to the BAC Secretariat:
Ms. Maria Theresa E. Caasi
BAC Secretariat - Consulting
Tel. No. (632) 735-4764
E-Mail: **personnel@pcw.gov.ph** | Cc: **webmaster@pcw.gov.ph**

(signed)
MANUELA M. SILVA
BAC Chairperson

SECTION II

ELIGIBILITY DOCUMENTS

1. Eligibility Criteria

1.1 The following persons/entities shall be allowed to participate in the bidding for Consulting Services:

a) Duly licensed Filipino citizens/sole proprietorships;

b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;

c) Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;

d) Cooperatives duly organized under the laws of the Philippines, and of which at least sixty percent (60%) interest belongs to citizens of the Philippines; or

e) Persons/entities forming themselves into a joint venture, *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, that Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.

1.2 When the types and fields of Consulting Services involve the practice of professions regulated by law, those who will actually perform the services shall be Filipino citizens and registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions specified in the **EDS**.

1.3 If the Request for Expression of Interest allows participation of foreign consultants, prospective foreign bidders may be eligible subject to the qualifications stated in the **EDS**.

1.4 Government corporate entities may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not dependent agencies of the GOP or the Procuring Entity.

2. Eligibility Requirements

2.1 The following eligibility requirements shall be submitted on or before the date of the eligibility check specified in the Request for Expression of Interest and Clause 5 for purposes of determining eligibility of prospective bidders:

a. Class "A" Documents –

Legal Documents

(i) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as stated in the **EDS**;

(ii) Valid and current Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located;

Technical Documents

(iii) Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period provided in the **EDS**. The statement shall include, for each contract, the following:

(iii.1) the name and location of the contract;
(iii.2) date of award of the contract;
(iii.3) type and brief description of consulting services;
(iii.4) consultant's role (whether main consultant, subcontractor, or partner in a JV)
(iii.5) amount of contract;
(iii.6) contract duration; and
(iii.7) certificate of satisfactory completion or equivalent document specified in the **EDS** issued by the client, in the case of a completed contract;

A summary of all contracts enumerated/listed in this Statement of all on-going and completed government and private contracts shall also be submitted.

(iv) Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2.—as provided in the **EDS.**

Financial Document

x. The consultant's audited financial statements, showing, among others, the consultant's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.

b. Class "B" Document –

Valid joint venture agreement (JVA), in case a joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful, shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit the legal eligibility documents. The submission of technical and financial documents by any of the joint venture partners constitutes compliance.

2.2 In the case of foreign consultants, the foregoing eligibility requirements under Class "A" Documents may be substituted by the appropriate equivalent documents, if any, issued by the foreign consultant's country.

2.3 The eligibility requirements or statements and all other documents to be submitted to the BAC must be in English. A translation of the documents in English certified by the appropriate embassy or consulate in the Philippines must accompany the eligibility requirements under Classes "A" and "B" Documents if they are in other foreign language.

2.4 Prospective bidders may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities through a JV or subcontracting arrangements, as appropriate. However, subcontractors may only participate in the bid of one short listed consultant. Foreign Consultants shall seek the participation of Filipino Consultants by entering into a JV with, or subcontracting part of the project to, Filipino Consultants.

2.5 If a prospective bidder has previously secured a certification from the Procuring Entity to the effect that it has previously submitted the above-enumerated Class "A" Documents, the said certification may be submitted in lieu of the requirements enumerated in Clause 2.1 above.

3. Format and Signing of Eligibility Documents

3.1 Prospective bidders shall submit their eligibility documents through their duly authorized representative on or before the deadline specified in Clause 5.

3.2 Prospective bidders shall prepare an original and copies of the eligibility documents. In the event of any discrepancy between the original and the copies, the original shall prevail.

3.3 The eligibility documents, except for unamended printed literature, shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the prospective bidder.

3.4 Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the prospective bidder.

4. Sealing and Marking of Eligibility Documents

4.1 Unless otherwise indicated in the **EDS**, prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked "ORIGINAL – ELIGIBILITY DOCUMENTS". Each copy shall be similarly sealed duly marking the envelope as "COPY NO. 1 - ELIGIBILITY DOCUMENTS". These envelopes containing the original and the copies shall then be enclosed in one single envelope.

4.2 The original and the number of copies of the eligibility documents as indicated in the **EDS** shall be typed or written in indelible ink and shall be signed by the prospective bidder or its duly authorized representative/s.

4.3 All envelopes shall:

a. contain the name of the contract to be bid in capital letters;
b. bear the name and address of the prospective bidder in capital letters;
c. be addressed to the Procuring Entity's BAC specified in the **EDS**;
d. bear the specific identification of this Project indicated in the **EDS**; and,
e. bear a warning "DO NOT OPEN BEFORE…" the date and time for the opening of eligibility documents, in accordance with Clause 5.

4.4 If the eligibility documents are not sealed and marked as required in the **EDS**, the Procuring Entity will assume no responsibility for its misplacement or premature opening.

5. Deadline for Submission of Eligibility Documents

Eligibility documents must be received by the Procuring Entity's BAC at the address and on or before the date and time indicated in the Request for Expression of Interest and the **EDS**.

6. Late Submission of Eligibility Documents

Any eligibility documents submitted after the deadline for submission and receipt prescribed in Clause 5 shall be declared "Late" and shall not be accepted by the Procuring Entity.

7. Modification and Withdrawal of Eligibility Documents

7.1 The prospective bidder may modify its eligibility documents after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline specified in Clause 5. The prospective bidder shall not be allowed to retrieve its original eligibility documents, but shall be allowed to submit another set equally sealed, properly identified, linked to its original bid marked as "ELIGIBILITY MODIFICATION" and stamped "received" by the BAC. Modifications received after the applicable deadline shall not be considered and shall be returned to the prospective bidder unopened.

7.2 A prospective bidder may, through a letter of withdrawal, withdraw its eligibility documents after it has been submitted, for valid and justifiable reason; provided that the letter of withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of eligibility documents.

7.3 Eligibility documents requested to be withdrawn in accordance with this Clause shall be returned unopened to the prospective bidder concerned. A prospective bidder may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of eligibility documents. A prospective bidder that withdraws its eligibility documents shall not be permitted to submit another set, directly or indirectly, for the same project.

8. Opening and Preliminary Examination of Eligibility Documents

8.1 The Procuring Entity's BAC will open the envelopes containing the eligibility documents in the presence of the prospective bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the **EDS**. The prospective bidders' representatives who are present shall sign a register evidencing their attendance.

8.2 Letters of withdrawal shall be read out and recorded during the opening of eligibility documents and the envelope containing the corresponding withdrawn eligibility documents shall be returned unopened to the withdrawing prospective bidder. If the withdrawing prospective bidder's representative is present during the opening, the original eligibility documents and all copies thereof shall be returned to the representative during the opening of eligibility documents. If no representative is present, the eligibility documents shall be returned unopened by registered mail.

8.3 A prospective bidder determined as "ineligible" has seven (7) calendar days upon written notice or, if present at the time of the opening of eligibility documents, upon verbal notification, within which to file a request for reconsideration with the BAC: Provided, however, that the request for reconsideration shall not be granted if it is established that the finding of failure is due to the fault of the prospective bidder concerned: Provided, further, that the BAC shall decide on the request for reconsideration within seven (7) calendar days from receipt thereof. If a failed prospective bidder signifies his intent to file a request for reconsideration, in the case of a prospective bidder who is declared ineligible, the BAC shall hold the eligibility documents until such time that the request for reconsideration or protest has been resolved.

8.4 The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:

a. the name of the prospective bidder;
b. whether there is a modification or substitution; and
c. the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.

8.5 The eligibility of each prospective bidder shall be determined by examining each bidder's eligibility requirements or statements against a checklist of requirements, using non-discretionary "pass/fail" criterion, as stated in the Request for Expression of Interest, and shall be determined as either "eligible" or "ineligible." If a prospective bidder submits the specific eligibility document required, he shall be rated "passed" for that particular requirement. In this regard, failure to submit a requirement, or an incomplete or patently insufficient submission, shall be considered "failed" for the

particular eligibility requirement concerned. If a prospective bidder is rated "passed" for all the eligibility requirements, he shall be considered eligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "eligible." If a prospective bidder is rated "failed" in any of the eligibility requirements, he shall be considered ineligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "ineligible." In either case, the BAC chairperson or his duly designated authority shall countersign the markings.

9. Short Listing of Consultants

9.1 Only prospective bidders whose submitted contracts are similar in nature and complexity to the contract to be bid as provided in the **EDS** shall be considered for short listing.

9.2 Only prospective bidders who submit the requirements stated in Clause 2 as provided further in the **EDS** shall be considered for short listing:

9.3 The BAC of the Procuring Entity shall draw up the short list of prospective bidders from those declared eligible using the detailed set of criteria and rating system to be used specified in the **EDS**.

9.4) Short listed consultants shall be invited to participate in the bidding for this project through a Letter of Invitation to Bid issued by the BAC of the Procuring Entity.

9.5) Only bids from short listed bidders shall be opened and considered for award of contract. These short listed bidders, whether single entities or JVs, should confirm in their bids that the information contained in the submitted eligibility documents remains correct as of the date of bid submission.

SECTION III

ELIGIBILITY DATA SHEET

Eligibility Documents Clause	
1.(1.2)	Not applicable.
1.(1.3)	No further instructions.
1.5	Only persons/entities with the following minimum qualifications shall be allowed to participate in the bidding and must be state using the recommended format **(**refer to **ANNEX E).** a. Must be a reputable systems development firm with at least five (5) years business operations. In the case of joint ventures, each firm should have at least (5) years business operations. b. Must not be an offshore outsourcing company and its development team should hold a permanent position in the organization. c. The bidding firm must have handled at least (5) systems development projects particularly web-based monitoring system in the government that are still operational/functional. d. Members of the project team will consist of the following: i. Management Information System (MIS) Expert who will function as the program manager, providing expert services and ensuring that all requirements identified in the requirements gathering phase are reflected in the Systems Analysis and Design (SAD) document; facilitate the discussions during meetings, workshops and consultations with the IT group of DBM for the design and requirements for harmonizing the GMMS with the OSBP, ensuring that the proceedings are properly documented and processed and reflected in the SAD document; develop presentation materials and present the GMMS enhancements to the appropriate approving committee; prepare the systems test plans for the enhancements; work closely with the PCW technical working group for the testing and acceptance of the system; ensure that outputs expected from the consultancy are in accordance with the specifications and requirements of the PCW, is free of errors and delivered in a timely manner; prepare the administrator and user manuals; ii. Senior PHP Programmers (3) who will configure/ setup the development server where all enhancement prototypes will be configured and showcased; prepare the web prototypes of the user

Eligibility Documents Clause	
	interface (UI) of the proposed enhancements; develop the GMMS based on the result of assessment and the signed off list of system enhancements; ensure data in the system is preserved during testing and during implementation; assist the MIS Expert in the updating of functional and technical specifications document, program specifications document, and the administrator and user manual; within the warranty period, maintain, debug, and provide troubleshooting services for the GMMS;
2.1a(i)	No additional requirements.
2.1a(iii)	The Statement of all ongoing and completed government and private contracts (refer **ANNEX B**) shall include all such contracts within the past (5) years, prior to the deadline for the submission and receipt of eligibility documents. A separate document summarizing all the contracts enumerated/ listed in the Statement shall also be submitted. The Summary shall follow prescribed Format for Summary of All Contracts Enumerated/Listed in the Statement Submitted (refer to **ANNEX C**).
2.1a(iii.7)	Prospective Bidder may also submit certificate of acceptance, official receipt or equivalent documents issued to client as evidence of contract completion.
2.1a(iv)	The Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2 (refer to **ANNEX D**).
4.1	Please refer to **ANNEXES G-J**
4.2	Each prospective bidder shall submit only **one (1) original and one (1) copy** of its eligibility documents.
4.3c	**Chairperson, Bids and Awards Committee** **Philippine Commission on Women** 1145 J.P. Laurel St., San Miguel, Manila, 1005 Tel. No. (632)7354767
4.3d	The name of the project is "**ENHANCEMENT OF THE GENDER MAINSTREAMING MONITORING SYSTEM (GMMS)**"
4.4	The eligibility documents shall be properly tabbed, placed in a sealed envelope and properly marked according to Clause 4.1 of the Eligibility Documents following prescribed Format for Sealing and Marking of Eligibility Documents **(refer to ANNEX G-J)**
5.	The submission of eligibility documents shall be addressed to :

<table>
<tr><td>Eligibility Documents Clause</td><td></td></tr>
<tr><td></td><td>Chairperson, Bids and Awards Committee
Philippine Commission on Women
1145 J.P. Laurel St., San Miguel, Manila, 1005

The deadline for submission of eligibility documents is 13 April 2015, 1:30 p.m.</td></tr>
<tr><td>8.1</td><td>The place of opening of eligibility documents is:

Philippine Commission on Women
1145 J.P. Laurel St., San Miguel, Manila, 1005

The date and time of opening of eligibility documents: 13 April 2015, 2:00 a.m.</td></tr>
<tr><td>9.1</td><td>Similar contracts shall refer to web-based monitoring system development projects that are organized by any government entities.</td></tr>
<tr><td>9.2</td><td>The number of short listed consultants will consist of 3 to 5 prospective bidders who meet the minimum score for each criterion. The evaluation criteria are as follows:
<table>
<tr><th>Criteria</th><th>Percent Distribution</th><th>Minimum Score</th></tr>
<tr><td>Proven track record and applicable experience and qualifications of the organization and key project personnel in systems development (Past five years)</td><td>40%</td><td>25%</td></tr>
<tr><td>On-going or completed systems development projects handled by the organization and by the key personnel to be assigned which are similar in nature as described in 9.1</td><td>30%</td><td>20%</td></tr>
<tr><td>Current workload relative to capacity</td><td>30%</td><td>20%</td></tr>
</table></td></tr>
</table>

SECTION IV. CHECKLIST OF REQUIREMENTS[1]

Date and Time of Submission: *Date and time*

Eligibility Documents (each documents tabbed for easy referencing) in sealed and marked envelops

Original - ☐ Labeled Envelope ☐ Tabbed Documents
Copy - ☐ Labeled Envelope ☐ Tabbed Documents

ELIGIBILITY REQUIREMENTS		
Reference		
	Eligibility Documents Submission Form	☐
Class "A " Documents		
Legal Documents		
2.1 (a)(i)	**Registration certificate** from **Securities and Exchange Commission (SEC)** or;	☐
	Registration certificate from the **Department of Trade and Industry (DTI)** for sole proprietorship or;	☐
	Registration certificate from **Cooperative Development Authority (CDA)** for cooperatives or; any proof of such registration as stated in the EDS.	☐
2.1 (a)(ii)	**Valid and current Mayor's permit (city or municipal)/municipal license**, where the principal place of business of the prospective bidder is located.	☐
Technical Documents		
1.5	**Curriculum Vitae of all Proposed Professional Staff (ANNEX E)**	☐
2.1 (a)(iii)	**Statement** of the prospective bidder of all ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period provided in the EDS. **(ANNEX A).** **Summary** of All Government And Private Contracts Enumerated/Listed In The Statement Submitted **(ANNEX B).**	☐
2.1a(iii.7)	Certificate of satisfactory completion or equivalent document specified in the EDS issued by the client, in the case of completed contract within the specified period. This will act as an attachment to the statement of all ongoing and completed contracts declared in 2.1a(ii).	☐
2.1 (a)iv	**Statement** of consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2. **(ANNEX C)**	☐
Financial Documents		
	The consultants 2014 audited financial statements, showing, among others, the consultant's total and current assets and liabilities, stamped **"received"** by the BIR or its duly accredited and authorized institutions	☐
CLASS "B" Documents		

[1] *Note: This checklist is only a guide to the prospective bidder. It is still the responsibility of the prospective bidder to read and comply with requirements.*

ELIGIBILITY REQUIREMENTS		
Reference		
2.1 (b)	Valid **Joint Venture Agreement (JVA),** in case a joint venture is already in existence. In the absence of a JVA, duly notarized statements from all potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful, shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit the legal eligibility documents. The submission of technical and financial documents by any of the joint venture partners constitutes compliance.	☐

APPENDICES

ANNEX A	Eligibility Documents Submission Form
ANNEX B	Statement of On-Going and Completed Government and Private Contract for the Period
ANNEX C	Summary of All Contracts Enumerated/Listed in the Statement Submitted
ANNEX D	Statement of Consultant Specifying Nationality and Confirming that those Who Will Actually Perform the Services are Registered Professionals
ANNEX E	Format of Curriculum Vitae (CV) For Proposed Professional Staff
ANNEX F-J	Format for Sealing and Marking of Eligibility Documents

ANNEX A

ELIGIBILITY DOCUMENTS SUBMISSION FORM

[Date]

The Chairperson
Philippine Commission on Women
1145 J.P. Laurel St., San Miguel
Manila

Dear Madam,

In connection with your Request for Expression of Interest dated 27 March 2015 for the **Enhancement of the GENDER MAINSTREAMING MONITORING SYSTEM (GMMS)**, the *[Name of IT Consultancy Group/ IT Company]* hereby expresses interest in participating in the eligibility and short listing for said Project and submits the attached eligibility documents in compliance with the Eligibility Documents therefore.

In line with this submission, we certify that:

a) *[Name of IT Consultancy Group/ IT Company]* is not blacklisted or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, and that each of the documents submit; and

b) Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

We acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our submission irrespective of whether we are declared eligible and short listed or not.

Yours sincerely,
Signature
Name and Title of Authorized Signatory
Name of IT Consultancy Group/ IT Company
Address

ANNEX B

STATEMENT OF ON-GOING AND COMPLETED GOVERNMENT AND PRIVATE CONTRACT FOR THE PERIOD [5-year coverage]

Date

The Chairperson
Bids and Awards Committee
Philippine Commission on Women
1145 J.P. Laurel St., San Miguel, Manila,

Dear Madam,

The undersigned duly authorized representative of ***[IT Consultancy Group/ IT Company],*** *for and in behalf of the [IT Consultancy Group/ IT Company]* hereby submits this statement in compliance with the requirements of the Philippine Commission on Women Bids and Awards Committee (PCW-BAC) for the Bidding of the **Enhancement of the GENDER MAINSTREAMING MONITORING SYSTEM (GMMS)**. We certify that *[IT Consultancy Group/ IT Company]* has the ongoing and completed contracts with the government and private as enumerated in the Summary of all ongoing and completed contracts for the period ***[5-year coverage].*** Attached herewith are documents to attest our claims. We also understand that if the attached documents are found as misrepresentation of facts and fictitious that it shall be a sufficient ground for ineligibility and inclusion of *[IT Consultancy Group/ IT Company]* among the list of blacklisted consulting firm/organization and is ban from participating in future bidding of the Philippine Commission on Women.

This is being issued in compliance with the eligibility requirements for Enhancement of the GENDER MAINSTREAMING MONITORING SYSTEM (GMMS)**.**

Sincerely yours,

_____
Signature over Printed Name of Authorized Representative
Position in the Organization

Attachment: certificate of acceptance, official receipt or equivalent documents issued to client as evidence of contract completion.

ANNEX C

SUMMARY OF ALL GOVERNMENT AND PRIVATE SYSTEMS DEVELOPMENT CONTRACTS ENUMERATED/LISTED IN THE STATEMENT SUBMITTED FOR THE PERIOD [*5-year coverage*]

Using the format below, provide a summary of the information on each project for which your firm/organization, either individually, as a corporate entity, or as one of the major companies within an association, was legally contracted.

Project Name / Name of the contract	Name of Client	Location of the Contract /Client Location	Date of Award of the Contract	Start Date (Month/ Year)	Completion Date (Month/ Year)	Type & Brief Description of the Information System	Consultant's Role (whether main consultant, subcontractor, or partner in JV)	Amount of Contract (in Php)	Contract Duration	Document presented to validate satisfactory completion or equivalent documents issued by the client in the case of a completed contract
1.										
2.										
3.										
4.										
5.										

Note: The data provided in this Form should be consistent with the Statement of all ongoing and completed government and private contracts as stated under 2.1a (*iii*).

ANNEX D

STATEMENT OF CONSULTANT SPECIFYING ITS NATIONALITY AND CONFIRMING THAT THOSE WHO WILL ACTUALLY PERFORM THE SERVICES ARE REGISTERED PROFESSIONALS

Date

MS.MANUELA M. SILVA
Chairperson,
Bids and Awards Committee
Philippine Commission on Women
1145 J.P. Laurel St., San Miguel, Manila,

Dear Ms. Silva,

In compliance with the requirements of the Philippine Commission on Women – Bids and Awards Committee (PCW-BAC), the [Consulting Firm] for the Bidding of the **Enhancement of the GENDER MAINSTREAMING MONITORING SYSTEM (GMMS)** hereby certify that the members of the proposed systems development team whose names appear below are all Filipino in nationality and that they can actually perform the service in accordance with the eligibility requirements and expected qualifications as specified in the project terms of reference (TOR).

This is being issued in compliance with the eligibility requirements for the **Enhancement of the GENDER MAINSTREAMING MONITORING SYSTEM (GMMS)**.

Sincerely yours,

_____

Signature over Printed Name of Authorized Representative
Position in the Organization

ANNEX E

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Management Information System (MIS) Expert

Proposed Position: **Management Information System (MIS) Expert**
Name of Firm: _____
Name of Staff: _____
Profession: _____
Date of Birth: _____
Years with Firm/Entity: _____ Nationality: _____
Years of Professional Experience in: Project Management ____ Systems development:_____
Others (Pls. Specify) _____
Membership in Professional Societies: _____

Detailed Tasks Assigned_____

Key Qualifications:

[*Give an outline of staff member's* ***experience and training most pertinent to tasks on project****. State* ***personnel's technical expertise*** *and you can* ***also include any applicable certifications****. Describe degree of responsibility held by staff member on relevant previous projects and give dates and locations. Use about half a page.*]

Education:

[*Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.*]

Employment Record:

[*Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.*]

Languages:

[*For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.*]

Major Accounts/Projects Handled:
List all major accounts handled in the past five (5) years giving date and names and address of employing company.

Name of Account/Project	Name & Address of Employing Company	Date
1.		
2.		
3.		
4.		
5.		

*Major Accounts/Projects are defined as any given account/project worth One Million Pesos in a given 12-month period.

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

_____Date: _____
[Signature of staff member and authorized representative of the firm] *Day/Month/Year*

Full name of staff member: _____
Full name of authorized representative: _____

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Senior PHP Programmer 1

Name of Firm: _____
Name of Staff: _____
Profession: _____
Date of Birth: _____
Years with Firm/Entity: _____ Nationality: _____
Years of Professional Experience in: Web Development: _____ Java Programming: _____
Others (Pls. Specify) _____

Membership in Professional Societies: _____

_____

Detailed Tasks Assigned: _____

_____

Key Qualifications:

[*Give an outline of staff member's* ***experience and training most pertinent to tasks on project****. State* ***personnel's technical expertise*** *and you can* ***also include any applicable certifications****. Describe degree of responsibility held by staff member on relevant previous projects and give dates and locations. Use about half a page.*]

_____

_____

_____

_____

Education:

[*Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.*]

_____

_____

_____

Employment Record:

[*Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.*]

_____

Languages:

[*For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.*]

_____

_____

Major Accounts/Projects Handled:

List all major accounts handled in the past five (5) years giving date and names and address of employing company.

Name of Account/Project	Name & Address of Employing Company	Date
1.		
2.		
3.		
4.		
5.		

*Major Accounts/Projects are defined as any given account/project worth One Million Pesos in a given 12-month period.

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

_____Date: _____
[Signature of staff member and authorized representative of the firm] *Day/Month/Year*

Full name of staff member: _____
Full name of authorized representative: _____

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Senior PHP Programmer 2

Name of Firm: _____
Name of Staff: _____
Profession: _____
Date of Birth: _____
Years with Firm/Entity: _____ Nationality: _____
Years of Professional Experience in: Web Development: _____ Java Programming: _____
Others (Pls. Specify) _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[*Give an outline of staff member's* ***experience and training most pertinent to tasks on project****. State* ***personnel's technical expertise*** *and you can* ***also include any applicable certifications****. Describe degree of responsibility held by staff member on relevant previous projects and give dates and locations. Use about half a page.*]

Education:

[*Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.*]

Employment Record:

[*Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.*]

Languages:

[*For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.*]

Major Accounts/Projects Handled:

List all major accounts handled in the past five (5) years giving date and names and address of employing company.

Name of Account/Project	Name & Address of Employing Company	Date
1.		
2.		
3.		
4.		
5.		

*Major Accounts/Projects are defined as any given account/project worth One Million Pesos in a given 12-month period.

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

_____Date: _____
[Signature of staff member and authorized representative of the firm] *Day/Month/Year*

Full name of staff member: _____
Full name of authorized representative: _____

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Senior Java Programmer 3

Name of Firm: _____
Name of Staff: _____
Profession: _____
Date of Birth: _____
Years with Firm/Entity: _____ Nationality: _____
Years of Professional Experience in: Web Development: _____ Java Programming: _____
Others (Pls. Specify) _____

Membership in Professional Societies: _____
_____
Detailed Tasks Assigned: _____
_____

Key Qualifications:

[*Give an outline of staff member's* ***experience and training most pertinent to tasks on project****. State* ***personnel's technical expertise*** *and you can* ***also include any applicable certifications****. Describe degree of responsibility held by staff member on relevant previous projects and give dates and locations. Use about half a page.*]

_____
_____
_____
_____

Education:

[*Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.*]

_____
_____
_____

Employment Record:

[*Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.*]

_____

Languages:

[*For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.*]

_____
_____

Major Accounts/Projects Handled:

List all major accounts handled in the past five (5) years giving date and names and address of employing company.

Name of Account/Project	Name & Address of Employing Company	Date
1.		
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4.		
5.		

*Major Accounts/Projects are defined as any given account/project worth One Million Pesos in a given 12-month period.

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

_____Date: _____
[Signature of staff member and authorized representative of the firm] *Day/Month/Year*

Full name of staff member: _____
Full name of authorized representative: _____

ANNEX F

Valid Joint Venture Agreement (JVA)

KNOW ALL MEN BY THESE PRESENTS:

That this JOINT VENTURE AGREEMENT is entered into By and Between _____, of legal age, (civil status), owner/proprietor of _____ and a resident of _____.

- and –

_____, of legal age, (civil status) owner/proprietor of _____ a resident of _____.

That both parties agree to join together their human resources, equipment, and what is need to facilitate the Joint Venture to participate in the Eligibility, Bidding and Undertaking of the here-under stated project to be conducted by the PHILIPPINE COMMISSION ON WOMEN.

NAME OF PROJECT
Enhancement of the GENDER MAINSTREAMING MONITORING SYSTEM (GMMS) under the PCW-AECID Project

CONTRACT AMOUNT
Php 928,321.00

That both parties agree to be jointly and severally liable for the entire assignment.

That both parties agree that _____and/or _____ shall be the Official Representative of the Joint Venture, and is granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Joint Venture in the bidding as fully and effectively and the Joint Venture may do and if personally present with full power of substitution and revocation.

That this Joint Venture Agreement shall remain in effect only for the above stated Project until terminated by both parties.

Done this _____ day of _____, in the year of our Lord _____.

WITNESES

_____ _____

ACKNOWLEDGEMENT

BEFORE ME, A Notarial Public in and for _____, this _____ day of _____ personally appeared the following:

NAME: _____ Community Tax Certificate No: _____
Issued on: _____
Issued at: _____

NAME: _____ Community Tax Certificate No: _____ Issued on: _____
Issued at: _____

Known to me to be the same person who executed the foregoing instrument acknowledges the same to their own free and voluntary act and deed as well as that of the entity/corporations herein represented.

WITNESS MY HAND AND NOTARIAL SEAL on the date and place above written.

NOTARY PUBLIC

Until _____
PTR No. _____
Date _____
Place _____
TIN _____

Doc. No.: _____
Page No.: _____
Book No.: _____
Series of _____

ANNEX G

Format for Sealing and Marking of Eligibility Documents

Using the format below, properly seal and mark all eligibility documents upon submission.

ENVELOPE 1 LABEL: **ORIGINAL-ELIGIBILITY DOCUMENTS**

ORIGINAL-ELIGIBILITY DOCUMENTS

PHILIPPINE COMMISSION ON WOMEN
1145 J.P. Laurel St., San Miguel, Manila

Bid for: **Enhancement of the Gender Mainstreaming Monitoring System**

Submitted by : ***Bidder's Company Name***
Bidder's Contact Details

Submitted to : MS. MANUELA M. SILVA
Chairperson
Bids and Awards Committee

DO NOT OPEN BEFORE: 13 April 2015, 2:00 p.m.

ANNEX H

Format for Sealing and Marking of Eligibility Documents

Using the format below, properly seal and mark all eligibility documents upon submission.

ENVELOPE 2 LABEL: **COPY 1 - ELIGIBILITY DOCUMENTS**

COPY 1 - ELIGIBILITY DOCUMENTS

PHILIPPINE COMMISSION ON WOMEN
1145 J.P. Laurel St., San Miguel, Manila

Bid for: **Enhancement of the Gender Mainstreaming Monitoring System**

Submitted by : ***Bidder's Company Name***
Bidder's Contact Details

Submitted to : MS. MANUELA M. SILVA
Chairperson
Bids and Awards Committee

DO NOT OPEN BEFORE: 13 April 2015, 2:00 p.m.

ANNEX I

Format for Sealing and Marking of Eligibility Documents

Using the format below, properly seal and mark all eligibility documents upon submission.

ENVELOPE 3: CONTAINING BOTH THE ORIGINAL AND COPY 1 ELIGIBILITY DOCUMENTS

ELIGIBILITY DOCUMENTS

PHILIPPINE COMMISSION ON WOMEN
1145 J.P. Laurel St., San Miguel, Manila

Bid for: **Enhancement of the Gender Mainstreaming Monitoring System**

Submitted by : ***Bidder's Company Name***
Bidder's Contact Details

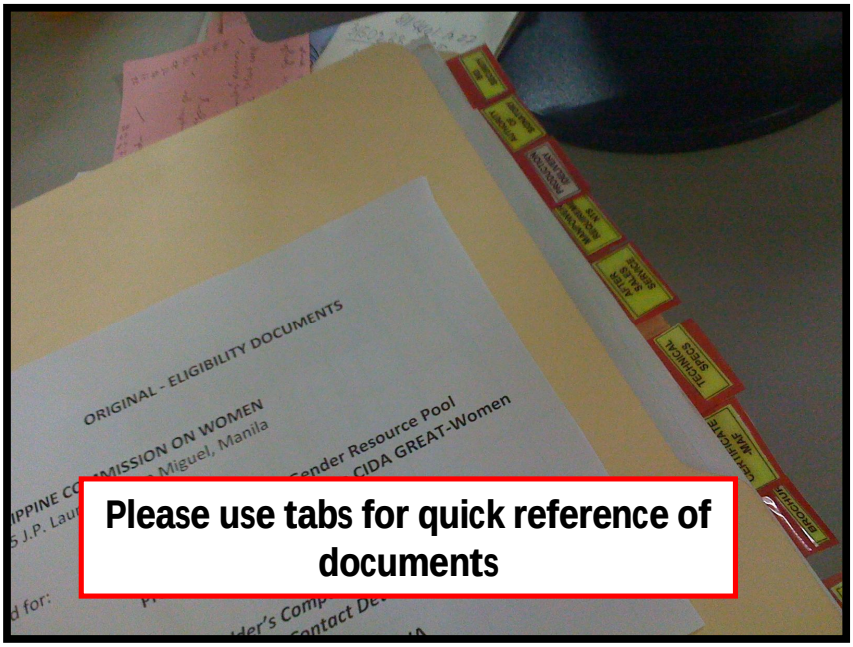
Submitted to : MS. MANUELA M. SILVA
Chairperson
Bids and Awards Committee

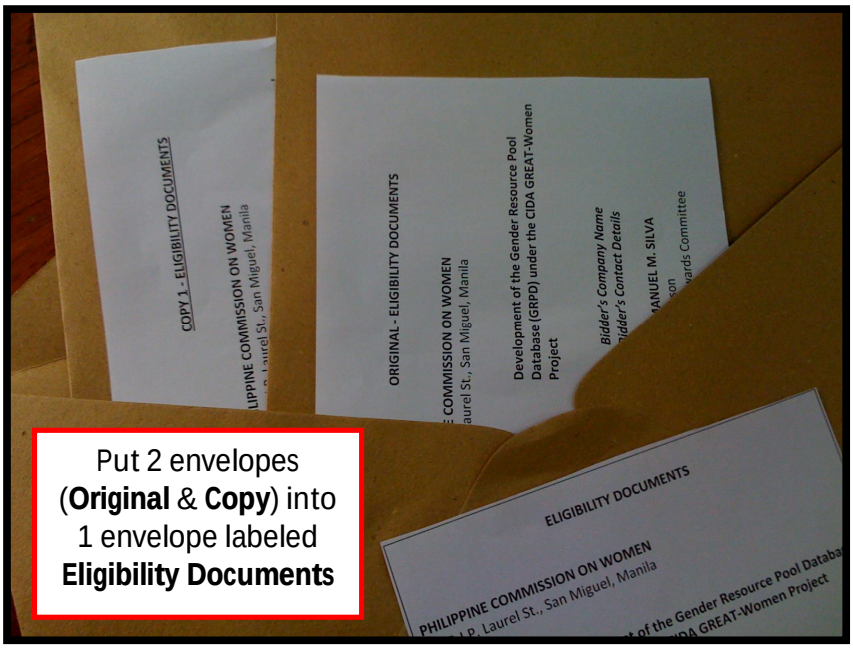
DO NOT OPEN BEFORE: 13 April 2015, 2:00 p.m.

ANNEX J

Format for Sealing and Marking of Eligibility Documents

Properly seal and mark all eligibility documents upon submission.




COPY 1 - ELIGIBILITY DOCUMENTS
ORIGINAL - ELIGIBILITY DOCUMENTS
Development of the Gender Resource Pool Database (GRPD) under the CIDA GREAT-Women Project
Bidder's Company Name
Bidder's Contact Details
ELIGIBILITY DOCUMENTS
PHILIPPINE COMMISSION ON WOMEN
Put 2 envelopes (**Original** & **Copy**) into 1 envelope labeled **Eligibility Documents**